CAREER ADVANCEMENT & CONTINUING EDUCATION REGISTRATION FORM



University of Providence

Instructions:

- 1. Complete Registration Form
- 2. Submit Registration Form and payment to the Registrar's Office at: www.registrar@uprovidence.edu
 - a. If paying by credit card, please complete applicable section below.
 - b. If paying by check, please attach and send with Registration Form, by mail to: C/O Registrar's Office
- Following confirmation of registration, review book list and order any necessary text.
 1301 20th St So Great Falls, MT 59405

Semester you intend to enroll:	O Fall 20	_ 0	Spring 20_		O Summer 20
Primary place of attendance:	O UP Campus	0	Distance Le	earning	
Name:			UP ID	(if known): _	
Prior Name(s) Used:					
Mailing Address:					
City:	State:		Zip Code:		
Date of Birth:				Social Securi	ity Number
Phone:				_Email:	
Are you a UP Graduate?	Yes	No			
If yes; Year & Degree Completed	d : Semester	Year			
			In		

By signing this document, you confirm that you understand: You are responsible for payment of the tuition and fees assessed in association with the class(es) listed below. The due date for payment of tuition and fees must be complete simultaneously with submission of the Registration Form. If withdrawing prior to the first official class day, there will be a full refund of tuition and fees. There is no refund after the first day of the semester or class (whichever happens first). All balances must be paid in full before students may register for future classes. A hold will be placed on any student account with an outstanding balance before registration begins for the next semester.

Course To Be Taken As (check only one): O NOT-FOR-CREDIT (AUDIT) O FOR ACADEMIC CREDIT					
DEPT	NUM	CREDIT	TITLE	INSTRUCTOR	

Credit Card Payment Information:

Name on card:	Card Type (Visa, MasterCard, Discover, etc.):
Card Number:	Security Code:
Date of Expirat	on:



Not-For-Credit / Audit:

This status is for those students who do not want credit for a course but enroll to learn about an academic subject. All class fees connected with the class will be assessed if enrolling into an activity or laboratory class with fees. Participation by the auditor in class discussions shall be permitted at the discretion of the instructor. Any student enrolling exclusively as an auditor will be admitted as a non-degree status. After the term's normal deadline for adding a course, students may not convert audit classes to academic credits, nor academic credits to audits. Audit courses cannot be used toward degree requirements. Not-for-credit courses are offered to CACE students at a rate of \$500 per class.

For Academic Credit:

The University operates on a semester calendar. Typically, a semester will encompass fifteen instructional weeks, and each corresponding credit equates to fifteen hours of instruction or the equivalency fo the two. Courses taught online froma distance and on site have similar equitable outcome expectations. Online distance education courses will use a variety of platofmrs to verify credit hour requirements are met for individual courses. Students should plan to spend an average of between two and three hours out of class study for each credit hour of instruction. Courses with required laboratory or studio time typically have thirty hours of supervised laboratory or studio time for each credit. Non-didactic courses, such as internships, field experiences, and clinics require sixty hours of documented work time for each credit hour. The full definition of each academic credit hour can be found within the Academic Catalog located at: <u>Credit Policy | University of Providence</u>. Standard letter grades are issued for each For-credit courses are reflected on an official academic record (transcript) at the conclusion of each semester. For-credit courses are offered to CACE students at a rate of \$750 for each 3-credit course.

Important Note:

Some courses require prior knowledge, training, or prior enrollment in prerequisite coursework. Information about this can be found in the each course description listed within the <u>schedule of classes</u>. You may have this knowledge from experience, training, or from past coursework. If you are unsure about your level of preparedness for any course requiring a prerequisite, we encourage you to enroll in the stated prerequisite course to ensure your success in the more advanced course.

FOR INTERNAL UNIVERSITY USE ONLY

Registrar: O Submit to Admissions O Confirm Registration O Confirm Pre-Requisite(s)

Registrar's Signature

Date

O Post Registration

- Notify Business Office
- Send confirmation email and/or pre-requisite declaration